

Class Title: Waterworks Operator**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs activities associated with operating a water treatment plant. Maintains and operates equipment to filter and maintain water pressure. Performs various tests to ensure the safety of water.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Operates, assists with, or supervises the plant operation by conducting various laboratory tests, performing maintenance on plant and equipment, monitoring security cameras, monitoring personnel entering or leaving the plant, and resolving problems.
2	L	Monitors filtration by adjusting filters to match water coming into the plant, monitoring for turbidity and head loss, and running them through a cleaning process.
3	L	Monitors water pressure by adjusting pumps to keep pressure within specifications while maintaining the proper levels in tanks.
4	L	Records treatment process changes, critical incidences and observations; maintains inventory of chemicals and other materials used; makes entries into the tracking systems where appropriate.
5	L	Maintains awareness of and compliance with current federal and state water regulations.

CSC Adopted: April, 2003

CSC Revised: _____

CLASS REQUIREMENTS:

The knowledge, skills, abilities, physical and non-physical demands, and environmental factors may vary as the employee progresses in the job or based on job assignment.

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature related to the duties of the class which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. College chemistry and/or biology courses are preferred.
Experience	No experience required.
Certifications and Other Requirements	Must pass Class IV operator's exam within two years of being classified as a Waterworks Operator. Must pass Class III operator's exam within four years of being classified as a Waterworks Operator.
Skills	Various of the following particular skills will or may be required of designated incumbents in this classification: chemical analysis, mechanical water treatment processes, solids handling, state, city & department regulations, computerized treatment systems, safety, interpersonal/leadership, and plant operations.
Reading	Work requires the ability to read various technical manuals, graphs, standard operating procedures, State and Federal regulations, general correspondence and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write log reports, work orders, general correspondences and memorandums.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job may have some responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Lab tests, monitoring equipment
Sitting	F	Computer, desk work
Walking	F	Monitoring equipment
Lifting	O	Chemical bags, hoses, lab materials
Carrying	O	Chemical bags, lab materials
Pushing/Pulling	O	Hoses
Reaching	O	Lab materials, adjusting equipment, hoses
Handling	F	Lab materials, chemical bags, hoses
Fine Dexterity	F	Computer keyboard, writing, adjusting equipment
Kneeling	F	Monitoring and adjusting equipment
Crouching	F	Monitoring and adjusting equipment
Crawling	F	Monitoring and adjusting equipment
Bending	F	Monitoring and adjusting equipment
Twisting	F	Monitoring and adjusting equipment
Climbing	O	Monitoring and adjusting equipment
Balancing	O	Monitoring and adjusting equipment
Vision	C	Computer, desk work, lab tests, checking equipment, camera
Hearing	C	Chemists, supervisor, vendors, staff, telephone, radio
Talking	F	Chemists, supervisor, vendors, staff, telephone, radio
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

PH meter, aqua tester, turbidimeter, spectrophotometer, distiller, jar tester, telephone, radio, cameras, calculator, chlorine analyzer, intercom, roto dip alum feeders, line feeders, activated carbon feeders, dual media filters, pumps, SCADA, Computer, Standard Microsoft Windows and Office software, Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	W
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Industrial Plant

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel toed shoes, gloves, hearing protectors, goggles, face shield

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R/F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	R

(3) Work Schedule: 3 consecutive 12 hour shifts on/3 days off. Mostly work day or night shift; but as business requires, may be required to alternate between the shifts (rotation would be in a 6 shift interval).